



# Phased School Reopening Health and Safety Plan Template

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Each school entity must create a Health and Safety Plan which will serve as the local guidelines for all instructional and non- instructional school reopening activities. As with all emergency plans, the Health and Safety Plan developed for each school entity should be tailored to the unique needs of each school and should be created in consultation with local health agencies. Given the dynamic nature of the pandemic, each plan should incorporate enough flexibility to adapt to changing conditions. The templates provided in this toolkit can be used to document a school entity's Health and Safety Plan, with a focus on professional learning and communications, to ensure all stakeholders are fully informed and prepared for a local phased reopening of school facilities. A school entity's Health and Safety Plan must be approved by its governing body and posted on the school entity's publicly available website prior to the reopening of school. School entities should also consider whether the adoption of a new policy or the modification of an existing policy is necessary to effectively implement the Health and Safety Plan.

Each school entity should continue to monitor its Health and Safety Plan throughout the year and update as needed. All revisions should be reviewed and approved by the governing body prior to posting on the school entity's public website.

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*This resource draws on a resource created by the Council of Chief State School Officers (CCSSO) that is based on official guidance from multiple sources to include: the Centers for Disease Control and Prevention, the White House, American Academy of Pediatrics, Learning Policy Institute, American Enterprise Institute, Rutgers Graduate School of Education, the World Health Organization, the Office of the Prime Minister of Norway as well as the departments of education/health and/or offices of the governor for Idaho, Montana, New York, Texas and Washington, DC.*

## Health and Safety Plan: Belmont Charter School

All decision-makers should be mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities. All school activities must be informed by [Governor Wolf's Process to Reopen Pennsylvania](#). The administration has categorized reopening into three broad phases: red, yellow, or green. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions:

- The Red Phase: Schools remain closed for in-person instruction and all instruction must be provided via remote learning, whether using digital or non-digital platforms. Provisions for student services such as school meal programs should continue. Large gatherings are prohibited.
- The Yellow Phase and Green Phase: Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity's publicly available website.

Based on your county's current designation (i.e., red, yellow, green) and the best interests of your local community, indicate which type of reopening your LEA has selected by checking the appropriate box in row three of the table below. Use the remainder of the template to document your LEA's plan to bring back students and staff, how you will communicate the type of reopening with stakeholders in your community, and the process for continued monitoring of local health data to assess implications for school operations and potential adjustments throughout the school year.

Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) designating the county as being in the red, yellow, or green phase. Some counties may not experience a straight path from a red designation, to a yellow, and then a green designation. Instead, cycling back and forth between less restrictive to more restrictive designations may occur as public health indicators improve or worsen. This means that your school entity should account for changing conditions in your local Health and Safety Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

## Type of Reopening

### Key Questions

- How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?
- How did you engage stakeholders in the type of re-opening your school entity selected?
- How will you communicate your plan to your local community?
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

**Based on your county's current designation and local community needs, which type of reopening has your school entity selected? (SELECT ONE BOX BELOW)**

- Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
- Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).
- Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).
- Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

**Anticipated launch date for in-person learning (i.e., start of blended or total reopening): Monday, November 30, 2020**

## Pandemic Coordinator/Team

Each school entity is required to identify a pandemic coordinator and/or pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of your local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year. To ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the local education community, LEAs are encouraged to establish a pandemic team to support the pandemic coordinator. Inclusion of a diverse group of stakeholders is critical to the success of planning and implementation. LEAs are highly encouraged to make extra effort to engage representatives from every stakeholder group (i.e., administrators, teachers, support staff, students, families, community health official or other partners), with a special focus on ensuring that the voices of underrepresented and historically marginalized stakeholder groups are prioritized. In the table below, identify the individual who will serve as the pandemic coordinator and the stakeholder group they represent in the row marked “Pandemic Coordinator”. For each additional pandemic team member, enter the individual’s name, stakeholder group they represent, and the specific role they will play in planning and implementation of your local Health and Safety Plan by entering one of the following under “Pandemic Team Roles and Responsibilities”:

- **Health and Safety Plan Development:** Individual will play a role in drafting the enclosed Health and Safety Plan;
- **Pandemic Crisis Response Team:** Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students; or
- **Both (Plan Development and Response Team):** Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Jennifer Faustman	Administration	Health and Safety Plan Development
Teresea Doggart	Administration	Health and Safety Plan Development
Suzanne Hughes	Principal	Health and Safety Plan Development and Response Team-Head of School, Elementary
Christine Guilotti	Principal	Health and Safety Plan Development and Response Team-Head of School, Middle School

<b>Genievive Bryd-Robinson</b>	Principal	Health and Safety Plan Development and Response Team- Head of School, High School
<b>Kristin Neumbis</b>	Principal	Health and Safety Plan Development and Response Team – Head of School, Early Elementary
<b>Stacey Wolf</b>	Operations	Health and Safety Plan Development and Response Team - Director of Operations, 4030 Brown Street
<b>Griffith Price</b>	Operations	Health and Safety Plan Development and Response Team – Operations, 907 N. 41 <sup>st</sup> Street
<b>Allison Trapp</b>	Operations	Health and Safety Plan Development and Response Team- Asst Head of School, 1301 Belmont Ave.
<b>Adia Paige-Hagans</b>	Administration	Health and Safety Development – Human Resources Director
<b>Julie Emig</b>	Administration/Partner	Health and Safety Development – Executive Director, Education Plus Health
<b>Jared Ware</b>	Administration	Health and Safety Development – Executive Director, CEAWP
<b>Margarita Davis-Boyer</b>	Administration	Health and Safety Development – Director of Prevention and Intervention Services, CEAWP
<b>**** Each School Campus was tasked with created its own Pandemic Team led by the Head of School (Listed above)</b>	Parents, teachers, culture team members and social workers	Health and Safety Development and Response

## Key Strategies, Policies, and Procedures

Once your LEA has determined the type of reopening that is best for your local community and established a pandemic coordinator and/or pandemic team, use the action plan templates on the following pages to create a thorough plan for each of the requirements outlined in the Pennsylvania Department of Education’s Preliminary Guidance for Phased Reopening of PreK-12 Schools.

For each domain of the Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your LEA will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of

the efforts your LEA will take to ensure health and safety of every stakeholder in your local education community. Thus, the summary should be focused on the key information that staff, students, and families will require to clearly understand your local plan for the phased reopening of schools. You can use the key questions to guide your domain summary.

For each requirement within each domain, document the following:

- **Action Steps under Yellow Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in yellow. List the discrete action steps for each requirement in sequential order.
- **Action Steps under Green Phase:** Identify the specific adjustments the LEA or school will make to the requirement during the time period the county is designated as green. If implementation of the requirement will be the same regardless of county designation, then type “same as Yellow” in this cell.
- **Lead Individual and Position:** List the person(s) responsible for ensuring the action steps are fully planned and the school system is prepared for effective implementation.
- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Professional Development (PD) Required:** In order to implement this requirement effectively, will staff, students, families, or other stakeholders require professional development?

In the following tables, an asterisk (\*) denotes a mandatory element of the plan. All other requirements are highly encouraged to the extent possible.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<ul style="list-style-type: none"> <li>- PPE will be required where applicable</li> <li>- The CDC Guidelines for cleaning and disinfecting schools will be followed.</li> <li>- All drinking fountains are being replaced with touchless bottle fillers</li> <li>- National Chemistry Labs cleaners are being purchased for all sanitizing with proper attention to their sanitation use/time frame</li> <li>- Industrial fans will be moved to one per hallway in order to increase airflow and ventilation in shared spaces</li> <li>- Hand sanitizer will be installed in wall mounted dispensers in all classrooms and entrances of the schools, additional personal sanitizing spray for hands will be made available for teachers of younger children.</li> <li>- Teachers will have individual spray bottles with surface disinfectant to routinely clean high touch areas</li> <li>- Sneeze guards will be installed in the offices and portable sneeze guards will be placed in each classroom</li> <li>- Students will be instructed to remain in the hallway if bathrooms have more than two people.</li> <li>- Cleaning staff will develop a 4 hour routine to wipe down high touch areas like door knobs.</li> <li>- Handwashing sinks being added to hallways</li> </ul>	<p>Same as Yellow Phase.</p>	<p>Custodial Director, Jose Rodriguez</p> <p>Teachers will wipe down individual classroom desks, phones and shared classroom manipulatives.</p> <p>Staff will clean and disinfect personal workspaces.</p>	<ul style="list-style-type: none"> <li>-Sanitizers, cleaners, rags, wall mounted dispensers, spray bottles, rags, plexiglass dividers (permanent) plexiglass divers (portable).</li> <li>-Custodial staff will need proper PPE including masks, gloves and gowns when appropriate.</li> <li>- Purchase of electrostatic sprayers for each building to use in classrooms with identified Covid-19 cases and on a rotation basis throughout the month.</li> </ul>	<p>Y</p> <p>-Teachers trained on routine classroom cleaning. Additional training will need to be provided for custodial staff on disinfecting surfaces etc.</p>

	<p>- Fans will be used in each classrooms to increase circulation of air. Weather permitting teachers will be encouraged to open windows in classrooms and staff in office spaces.</p> <p>-Disinfection will done using EPA-approved disinfectants against Covid-19.</p> <p>-Outside disinfectant will be used on playgrounds and play equipment.</p>				
<p><b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b></p>	<p>-Monitor pest control and increase service as students will be eating classrooms.</p> <p>-Plexi-glass will be added to common areas where staff interact with students and parents. It will need to be disinfected regularly.</p> <p>- Fans will be used in each classrooms to increase circulation of air. Weather permitting teachers will be encouraged to open windows in classrooms and staff in office spaces.</p> <p>-Additional handwashing sinks being added in hallways.</p>	<p>Same as Yellow Phase.</p>	<p>Custodial Director, Jose Rodriguez</p> <p>Staff will disinfect plexi-glass.</p>	<p>-Sinks purchased and installed.</p> <p>- Inventory of fans and purchase if necessary.</p>	<p>N</p>

## Cleaning, Sanitizing, Disinfecting, and Ventilation

### Key Questions

- How will you ensure the building is cleaned and ready to safely welcome staff and students?
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19?](#)
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?

- What protocols will you put in place to clean and disinfect throughout an individual school day?
- Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

### **Summary of Responses to Key Questions:**

Before reopening our school building to staff and students, we will clean the buildings thoroughly and ensure that all staff are properly trained to follow the protocols outlined in this plan. In August we have two weeks of PD training before we open our school where much of the training will take place and we have built additional PD time in each week that can be used if needed. A cleaning routine will be followed that will include frequent disinfecting of high touch areas (every four hours) and more thorough cleaning of common areas. Electrostatic machines have been ordered that will be used on a rotating basis in classrooms. Hand sanitizing stations are being installed in every classroom and additional hand washing stations being added throughout the building. Teachers, staff and students will build daily cleaning routines for wiping down their workspaces.

Efforts will be made to increase circulation of air in the building opening windows and providing fans in classrooms and hallways. Water fountains will be disconnected and bottle filling stations will be installed on every floor.

CDC guidance will be followed by custodial staff and training provided in how to properly disinfect the school. EPA registered cleaning supplies will be used.

## **Social Distancing and Other Safety Protocols**

### **Key Questions**

- How will classrooms/learning spaces be organized to mitigate spread?
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
- What policies and procedures will govern use of other communal spaces within the school building?
- How will you utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the school day?
- How will you adjust student transportation to meet social distancing requirements?
- What visitor and volunteer policies will you implement to mitigate spread?

- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

### **Summary of Responses to Key Questions:**

As noted previously, we intend to begin our school year offering a Virtual model of instruction as defined as student learning through digital devices. Should circumstances in Philadelphia change and public health conditions improve we would move to a Hybrid learning model with students receiving a combination of in-person and digital instruction/learning beginning November 30, 2020.

For our Hybrid model, we have worked through school operation protocols impacting all aspects of the school day. Social distancing practices will be practiced beginning at school arrival and throughout the day. Students will be assigned to classroom pods/cohorts where students/teachers remain together throughout the day and do not intermingle with other classroom pods.

Classrooms will be organized to meet social distancing requirements and mitigate spread. Students work spaces will have 6ft distance in the Yellow Phase and 3ft distance in the Green Phase. This will include the layout of student desks, sharing of materials and the use of plexiglass barriers in common areas and classrooms where 6ft distance can't be maintained.

Non-essential vendors and visitors will not be permitted in the building.

There will be a system for routine use (every 2 hours) of handwashing and/or hand sanitizing for students and staff.

Students receiving transportation will be required to adhere to the District's health and safety rules including mask wearing and assigned seats

Social distancing guidelines will be followed in all common areas of the school including outside. Signage and floor decals will be throughout the building to remind students and staff to maintain six feet social distancing. Traffic flow through building entrances, exits and other common areas will also follow social distancing guidelines and floors will be marked to direct traffic. Outdoor spaces, when possible will be utilized. We have ordered large canopies in order to hold some activities outside.

We have two weeks of professional development prior to the school year opening, professional learning for all school staff in the health and safety protocols. We have time built in each week for on-going follow up sessions throughout the year.

Our planning is guided by the following principles 1) Health and safety for students and staff, 2) High quality learning options for ALL students 3) Maintaining connectedness with our school community. As we think about school in this era of Covid-19 we are looking at areas where our priorities intersect without compromising them. We are not only looking at CDC guidance for reopening schools but also looking to the business and other essential industries that have been operating safely. Given that we will have a full virtual model the first quarter, we are planning for opportunities where students and teachers can make in-person connections throughout

this time as we feel this will boost student engagement. All interactions will adhere to strict social distancing guidelines and activities would involve teacher/student meet and greets, beginning of the year testing, outside small group lessons and extra learning support. Additionally, our school provides daycare for many of our working families and we hope to be able to support students learning through these programs.

For Quarter 1 of our school year, students will be participating in remote learning. In this Digital Learning plan, students will engage in a combination of synchronous classes and asynchronous work throughout the day. Teachers will prepare grade-level instruction which will include use of school curriculum and technology tools to support engagement and instruction. Students will have opportunities to learn in small groups, in partnerships, and whole group instruction. Through use of technology tools like Nearpod, Google Classroom, SeeSaw, etc, teachers will be able to monitor student learning and provide prompt feedback to students to ensure that students can meet their growth and achievement goals. Students will also have opportunities to participate in school meetings, morning meetings, games, extra enrichment classes, virtual field trips, and other projects throughout the quarter to continue to build relationships and to ensure that students have time to socialize with their peers. In our Hybrid Plan, students will continue their digital learning but will also have face to face learning with their teachers. In this model, students will have face to face learning two days a week and digital learning 3 days a week. Students will continue to interact with their assigned teachers. In either plan, teachers will provide accommodations and modifications in line with the Individualized Education Plans (IEPs), ELL supports, and Multi-Tiered Systems of Support (MTSS).

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<p>Classroom desks will be set to 6ft apart; class sizes will be reduced to accommodate the space restrictions.</p> <p>Create pods/cohorts of students/teachers that will remain together throughout the day and not mix with other groups of students.</p> <p>Students will follow a hybrid schedule (AB Days) reducing the number of students in the classrooms/building to allow for 6ft spacing.</p>	<p>Classroom desks will be set to 3ft apart; most classrooms will be able to accommodate all returning students and class sizes will be adjusted to accommodate any space restrictions.</p> <p>Create pods/cohorts of students/teachers that will remain together throughout the day and not mix with other groups of students.</p> <p>Students will follow a hybrid schedule (AB Days) reducing the number of students in the classrooms/building and then a phased-in approach would be followed to increase the number days students are in the school building while allowing for 3ft spacing.</p>	<p>4030 Brown Street – Stacey Wolf, Director of Operations</p>	<p>Individual desks for all students.</p> <p>Building maps with sq.ft. of each classroom space.</p>	<p>N</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p>We will be restricting the use of the cafeteria and students will eat in their classrooms. Only classrooms, the nurse office and outdoor spaces will be used to serve students.</p>	<p>We would consider having students spread out in the cafeteria and other common areas so that students could have shared grade level lunches.</p>	<p>4030 Brown Street- Suzanne Hughes, Head of School</p>	<p>Work with partner vendor Lintons and will need to explore grab and go breakfast and lunch options.</p> <p>Crates for carrying the meals to the classrooms.</p> <p>Cleaning schedule for removing breakfast/lunch from classrooms.</p>	<p>Y</p> <p>Teachers will need to know students food allergens and how to proceed should a student have an allergy.</p> <p>Teachers will need CPR training in case a student were to choke.</p>
<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p>Students will follow a hand washing schedule to ensure that hands are being washed every two hours.</p>	<p>Same as Yellow</p>	<p>4030 Brown Street – Stacey Wolf, Operations Director</p>	<p>Additional hand washing stations are being added to each floor and hand sanitizer dispensers in classroom.</p>	<p>N</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p>	<p>Hallway entrances, exits, common areas, bathrooms and hand washing stations will have signs promoting hygiene and social distancing.</p> <p>Floors will marked throughout the school with 6ft markers.</p>	<p>Same as Yellow</p>	<p>4030 Brown Street – Stacey Wolf, Director of Operations</p>	<p>Signs and decals</p>	<p>N</p>
<p><b>* Identifying and restricting non-essential visitors and volunteers</b></p>	<p>Non-essential visitors will not be permitted into the building.</p> <p>All outside partners, coaches etc. will conduct meetings via zoom.</p> <p>We intend to not use substitute services and plan for internal coverage as long as it is possible.</p> <p>We will have an outside designated space for interactions with the public.</p> <p>Essential vendors will be required to follow social distancing policies.</p>	<p>Same as Yellow.</p>	<p>4030 Brown Street – Suzanne Hughes, Head of School</p>	<p>Possible tent and plexi-glass for outside meeting space.</p>	<p>N</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b>	<ul style="list-style-type: none"> <li>- Any physical activity will be done with classroom pods following the CDC's recommendations of 6ft separation. We will use outside spaces as much as possible. Sports will be limited to non-contact games.</li> <li>- School will create an Athletics Health and Safety Plan.</li> <li>-Playground and other shared equipment use will be prohibited.</li> </ul>	<ul style="list-style-type: none"> <li>-Limit use of playgrounds and it would need to be disinfected after each use.</li> <li>-Prohibit physical contact like handshakes, fist bumps and high fives.</li> <li>-Encourage no physical contact games.</li> </ul>	<p>Ed MCCabe, Athletic Director</p> <p>Physical Education Teachers</p>	N/A	Y
<b>Limiting the sharing of materials among students</b>	<p>Students will have individual supplies and separate places for storing those supplies.</p> <p>In our early elementary classrooms, we will sanitize any shared supplies throughout the day and remove any soft materials in the classrooms.</p>	Same as Yellow Phase		<p>Separate storage cubby/storage systems are being priced out.</p> <p>Individual supplies for students purchased.</p>	N
<b>Staggering the use of communal spaces and hallways</b>	Arrival/dismissal will utilize all entrances; transition times will be staggered; minimal movement will be scheduled throughout the day.	Same as Yellow Phase	4030 Brown Street – Suzanne Hughes, Head of School	N/A	Y
<b>Adjusting transportation schedules and practices to create social distance between students</b>	N/A	N/A	N/A	N/A	N/A

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	<p>Students will stay with their group (pods) of 10-13 classmates throughout the day; students will have interaction with a limited number of adults (2-3 adults).</p> <p>In secondary classrooms students will remain in pods with teachers moving between classrooms. Students may interact</p>	Same as Yellow Phase but classrooms may increase in size (20-22) and students may interact with more adults.	4030 Brown Street – Suzanne Hughes, Head of School	N/A	N
<b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b>	<p>We provide OST/Daycare services at our schools and the same Health and Safety plans will be utilized to serve those students.</p> <p>We will also outreach to outside daycare centers that drop-off/pick-up students to arrange for social distancing measures.</p>	Same as Yellow Phase	4030 Brown Street - Stacey Wolf, Director of Operations	Shared calendars	N
<b>Other social distancing and safety practices</b>	Arranging for a larger indoor space (e.g. auditorium) for late parent pick-ups that would involve social distancing measures including plexi-glass partitions and 6ft separation between students.	Same as Yellow Phase	4030 Brown Street – Suzanne Hughes, Head of School	Plexi-glass partition.	N

## Monitoring Student and Staff Health

### Key Questions

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?

- Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?
- What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
- What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to uncomfortable to return?
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
- When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?
- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

**Summary of Responses to Key Questions:**

The health and safety of our students and staff is our top priority and we will be implemented several health monitoring protocols to further protect our community. We partner with Education Plus Health to provide the Belmont Community Health Center (BCHC), a school based health center, which will be a key resource for expertise as we navigate the school year. Staff and students will need to complete a daily electronic questionnaire to report health status, symptoms and contact with anyone that has tested positive for Covid-19. If a staff member of a student is symptomatic or reports exposure to someone with Covid-19 it will be reported to BCHC and our Human Resource department who will collectively work with the Philadelphia Department of Health and follow the CDC guidelines for quarantining and returning to work or school. If any individual has had contact with someone confirmed positive or themselves is confirmed positive we will follow the regulations for communicable diseases and notify the Philadelphia Department of Health and follow their guidance around quarantines and school closures.

We will develop a guidance document which will outline various contingencies around employee and student exposure to Covid-19 outlining protocols for reporting and criteria for return to work. At a minimum any staff member or student who is positive for COVID-19 will have to be symptom free for at least 24-48 hours before returning to school. Education Health Plus will provide health and safety training for staff so that staff is equipped with knowledge and skills to identify symptoms and implement our safety protocols.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p>	<p>- Our schools contain health centers that are run by our partner Education Health Plus. We are looking into health screening apps that parents would be required to fill out each morning that would screen for Covid-19 symptoms and track exposure and students would be asked to stay home if they had a temperature above 99.5 F or had any symptoms of COVID-19.</p> <p>-Additionally, we will be temperature checking all students and adults that enter the building and they will be sent home if their temperature is above 99.5F.</p> <p>-Staff presenting symptoms they will be sent home. Human resources would be in contact and provide directions for re-entry.</p> <p>-Students presenting symptoms will sent to the Health Center. The nurse would contact the guardian and provide direction for re-entry.</p>	<p>Same as Yellow Phase</p>	<p>4030 Brown Street- Stacey Wolf, Director of Operations</p>	<p>Thermometers are be purchased.</p> <p>The app would be purchased.</p>	<p>Y</p> <p>Anticipate parent tutorials required for the app.</p> <p>Staff temperature check training.</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>-Each school campus will have a designated quarantine space for any students that have symptoms. Guardians will be notified for pick-up and directions will be given for re-entry. Any student case of COVID-19 shall be reported to the school based nurse and the Human Resources Director will then need to be notified.</p> <p>-Staff will be sent home if they become ill at work and human resources will provide guidance for re-entry. Any staff case of Covid-19 shall be reported to the Human Resources Director.</p>	<p>Same as Yellow Phase</p>	<p>4030 Brown Street- Stacey Wolf, Director of Operations</p>	<p>Hazmat equipment will be purchased for staff managing these spaces.</p>	<p>Y</p> <p>Staff training by health care professionals.</p>
<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<p>-Follow Philadelphia County Health Department guidance.</p> <p>- Staff will seek the guidance of the Human Resources Director who will work directly with the Philadelphia County Health Department.</p> <p>-Students will seek guidance from the school based nurse who will work directly with the Philadelphia County Health Department and will notify the Human Resource Director.</p>		<p>All Administration and health center staff.</p>		<p>Staff training on what to look for.</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b>	-Consultation with Human Resources and CEO  -Follow Philadelphia Health Guidance.	Same as Yellow Phase.	CEO – Jennifer Faustman		N
<b>Other monitoring and screening practices</b>	N/A	N/A	N/A	N/A	N/A

### Other Considerations for Students and Staff

#### Key Questions

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?
- What special protocols will you implement to protect students and staff at higher risk for severe illness?
- How will you ensure enough substitute teachers are prepared in the event of staff illness?
- How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home?

#### Summary of Responses to Key Questions:

Masks or other approved face coverings will be required to be worn by all employees, students, and visitors on campus. Students and staff will be provided a clean mask each day upon entry into the school.

We will do our best to provide accommodations for employees that report high risk health concerns by providing them with options to work remotely. When working remote is not possible our Human Resources department will guide them through their options for leave.

Each classroom will have two staff assigned to it so that substitute services will not be required. We will continue to plan for multiple staffing options as we know more about enrollment.

Our Family Support Services team is developing a plan to address students social and emotional needs and will provide services to any students who have experienced any trauma because of Covid-19 including grief and loss groups and counseling.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>* Protecting students and staff at higher risk for severe illness</b>	-For vulnerable students, we would increase handwashing for all students/adults that interact with that classroom POD. -We will offer full-time virtual option for any students that choose that option.	Same as Yellow Phase.	-4030 Brown Street – Suzanne Hughes, Head of School  -All staff in those classrooms.  -Denise Metz, Academic Director	Creation on on-line curriculum.	Y  Teachers will receive training how to provide high quality virtual lessons using interactive applications(e.g. Nearpod, Zoom etc.)
<b>* Use of face coverings (masks or face shields) by all staff</b>	-All students and staff will wear face coverings at all times in the school building.	-Students and staff may be able to take masks off when in their classrooms. Awaiting further guidance.	4030 Brown Street - Suzanne Hughes, Head of School	Ordering masks for all students and extra masks for staff and vendors.	N
<b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b>	-All students and staff will wear face coverings at all times in the school building.	-Students and staff may be able to take masks off when in their classrooms. Awaiting further guidance.	4030 Brown Street - Suzanne Hughes, Head of School	Ordering masks for all students and extra masks for staff and vendors.	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	Revisit student health plans, IEP's and 504 plans to identify any students in need of specialized instruction. Provide supports as needed.	Same and Yellow Phase.	Bethany Yonkers, Special Education Director.  School Nurse  4030 Brown Street – Suzanne Hughes, Head of School.	N/A	N
<b>Strategic deployment of staff</b>	In consultation with Human Resources, reassign building and climate staff to support classroom pods and instructional design.	Duties for building and climate staff may be reevaluated and reassigned.	4030 Brown Street – Suzanne Hughes, Head of School	Staffing charts and revised job descriptions.	N

## Health and Safety Plan Professional Development

The success of your plan for a healthy and safe reopening requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended. For each item that requires professional development, document the following components of your professional learning plan.

- **Topic:** List the content on which the professional development will focus.
- **Audience:** List the stakeholder group(s) who will participate in the professional learning activity.
- **Lead Person and Position:** List the person or organization that will provide the professional learning.
- **Session Format:** List the strategy/format that will be utilized to facilitate participant learning.
- **Materials, Resources, and or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Start Date:** Enter the date on which the first professional learning activity for the topic will be offered.
- **Completion Date:** Enter the date on which the last professional learning activity for the topic will be offered.

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>Covid-19 Health and Safety Training</b>	All Staff	Education Plus Health, Julie Emig	Virtual		August 10th	August 31st
<b>Health Screening, Covid-19</b>	All Staff	Education Health Plus, Julie Emig	Virtual		TBD	TBD
<b>SEL During Covid-19</b>	Teachers, Social Workers, climate staff	Margarita Davis-Boyer, Director of Prevention and Intervention Services, CEAWP	Virtual		August 17th	August 31st
<b>Anxiety Management Training</b>	All Staff	Interact	Virtual		August 17th	August 31st
<b>Grief and Loss Training</b>	Teachers, Social Workers	Peter's Place	Virtual		August 17th	On-going
<b>Cleaning and Sanitizing</b>	Custodial Staff	Teresa Doggart	In-person		August 17th	On-going
<b>Classroom Cleaning and Sanitizing</b>	Teachers, students	Teresea Doggart	In-person		TBD	TBD

## Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. Schools should be particularly mindful that frequent communications are accessible in non-English languages and to all caregivers (this is particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, LEAs should establish and maintain ongoing communication with local and state authorities to determine current mitigation levels in your community.

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
<b>Reopening Update Letters – On an as needed basis. Informing parents of any changes in guidance and keep guardians abreast of our planning.</b>	Guardians	CEO, Jennifer Faustman	Email Robo-call Website	July 1, 2020	June 30, 2021
<b>School Letters – Bi-weekly.</b>	Guardians	Head of School	Email Robo-call Website newsletter	July 1, 2020	June 30, 2021
<b>Staff Planning Updates – On an as needed basis.</b>	All Staff	CEO, Jennifer Faustman	Email	July 1, 2020	June 30, 2021
<b>Staff Weekly Updates</b>	All Staff	Head of School	Email	July 1, 2020	On-going

## Health and Safety Plan Summary: Belmont Charter School

**Anticipated Launch Date: August 31, 2020 (first day of school). Students will be virtual through November 30, 2020.**

Use these summary tables to provide your local education community with a detailed overview of your Health and Safety Plan. LEAs are required to post this summary on their website. To complete the summary, copy and paste the domain summaries from the Health and Safety Plan tables above.

### Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<ul style="list-style-type: none"> <li>- PPE will be required (masks, gloves, face-shields - where applicable</li> <li>- Social distancing practices implemented throughout the school day</li> <li>- CDC guidance for cleaning schools will be followed including a four hour schedule for wiping “high touch” areas</li> <li>- Water fountains will be replaced with bottle fillers</li> <li>- Ventilation will be increased through the use of open windows, doors and the use of fans</li> <li>- Electrostatic Sprayer have been ordered as an additional means to disinfect classrooms.</li> </ul>

### Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p> <p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<ul style="list-style-type: none"> <li>-School will reopen with 100% Digital Learning through November 30,2020.</li> <li>-Hybrid plan has been developed should the health concerns change in Philadelphia. This plan will phase students in and limits the number of individuals in a classroom or other spaces and creates classroom pods or students/teachers that do not intermingle with other classroom pods.</li> </ul>

Requirement(s)	Strategies, Policies and Procedures
<p>* <b>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p> <p>* <b>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p> <p>* <b>Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</b></p> <p><b>Limiting the sharing of materials among students</b></p> <p><b>Staggering the use of communal spaces and hallways</b></p> <p><b>Adjusting transportation schedules and practices to create social distance between students</b></p> <p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p> <p><b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b></p> <p><b>Other social distancing and safety practices</b></p>	<ul style="list-style-type: none"> <li>- Hand-washing and other hygiene practices will be implemented.</li> <li>-Signage in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</li> <li>-Sports activities will be held consistent with the CDC Considerations for Youth Sports for recess and physical education classes</li> <li>-Sharing of materials among students will be limited</li> <li>- Communal spaces and hallways will be set-up for social distancing</li> <li>- Students will follow transportation protocols as outline by the Philadelphia School District</li> <li>- Cohorting of students into groups who do not co-mingle with other. Desks will be at least six feet from the nearest student desk with all student desks facing forward.</li> <li>- Limit the number of individuals in common areas of the school.</li> <li>- No assemblies or large convenings will take place.</li> <li>- Outdoor space will be used as much as possible.</li> <li>- Hand sanitizer dispensers will be installed in every classroom and more hand washing stations will be installed in hallways with built-in handwashing times for students throughout the day.</li> <li>- Students will eat with their pods in classrooms or outside.</li> </ul> <p>Restrict nonessential visitors, volunteers, and activities</p>

## Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* <b>Monitoring students and staff for symptoms and history of exposure</b></p>	<p>-Students and staff will be educated about the signs and symptoms of COVID-19.</p>

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p> <p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p> <p><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	<ul style="list-style-type: none"> <li>-Daily symptom reporting and temperature checks will be completed by all parents/guardians/staff each morning before coming to school.</li> <li>-Follow DOH guidance for returning quarantined staff and students to school.</li> <li>- Employees or students presenting with symptoms must stay home.</li> <li>-Students who become symptomatic during the school day will be isolated and evaluated by the school nurse and sent home.</li> <li>- Staff and vendors who become symptomatic during the work day will be sent home.</li> <li>- We will follow guidance of the DOH and CDC for the return of individuals who test positive for the virus.</li> <li>- Staff and families will be promptly notified if we have any outbreaks via Parentsquare and social media accounts.</li> </ul>

**Other Considerations for Students and Staff**

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Protecting students and staff at higher risk for severe illness</b></p> <p><b>* Use of face coverings (masks or face shields) by all staff</b></p> <p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p> <p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p> <p><b>Strategic deployment of staff</b></p>	<ul style="list-style-type: none"> <li>- We will require face coverings (masks or face shields) by all staff and students; especially in classrooms pods where high risk students are present.</li> <li>-Employees support will be provided on options for high risk staff employees who may seek accommodations and leaves. All staff and students will be required to wear face coverings throughout the day with designated times for mask breaks.</li> <li>-Students with complex needs may not be required to wear a mask based on individual circumstances.</li> </ul>

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Belmont Charter School** reviewed and approved the Phased School Reopening Health and Safety Plan on August 19,2020.

The plan was approved by a vote of:

\_\_\_\_\_ **Yes**

\_\_\_\_\_ **No**

Affirmed on: **Scheduled to be affirmed on August 19,2020**

By:

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*(Signature\* of Board President)*

Michael Karp

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*(Print Name of Board President)*

\*Electronic signatures on this document are acceptable using one of the two methods detailed below.

**Option A:** The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted.

**Option B:** If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase needed.

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Michael Karp

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